

MEMORANDUM FOR: The Director

SUBJECT: Allocation of Outside Speaking Commitments  
Among Senior Agency Officers

1. I suggest that the number of outside speaking engagements accepted by the Director, the Deputy Director or the Executive Director be limited by concentrating on engagements where the benefit to the Agency is highest and most immediate. Responsibility for addressing less important groups should be shifted to qualified senior officers at the Directorate and Office Chief levels. The recent increase in speaking engagements by the top three Agency officers has resulted from accepting more bids from these marginal groups and from the annual "Strategy Seminars" sponsored by the War Colleges.

2. The following suggestions apply to the Agency's responses to invitations to the Director or Deputy Director to speak as the CIA spokesman. Other senior CIA officers may also be invited to speak on specific topics such as the Soviet naval threat, etc.

3. Speaking engagements at the senior schools should continue to be shared among the top three officers depending on circumstances and the Director's preference. As a general rule, I suggest that the Director concentrate on the Senior Seminar and the National War College. The Deputy Director should concentrate on classes at the three Service War Colleges and the Industrial War College. The Executive Director would split the Federal Executive Institute and Brookings engagements with the Deputy Director.

4. I also suggest that invitations to the Director or Deputy Director to speak at the Armed Forces Staff College be handled by one of the Directorate or Office heads. The "Strategy Seminars" at the War Colleges should be treated similarly if our continued participation is desirable at all, which I doubt.

5. Attached is a chart which I suggest we use to allocate the work.

L. K. White

Attachment as stated.